

APPLICATION REQUIREMENTS FOR A SALESPERSON LICENSE

MANUFACTURED HOME/MULTI-UNIT MANUFACTURED HOUSING (MUMH)/MOBILEHOME/COMMERCIAL MODULAR SALESPERSON

The following forms and items are required to be submitted with the fees indicated:

1. Occupational Licensing Application for Manufactured Home/MUMH/Mobilehome/Commercial Modular Salesperson (Form HCD-OL 16).
2. Occupational Licensing Application for Manufactured Home/ MUMH/Mobilehome/Commercial Modular Manufacturers, Distributors, Dealers and Salespersons, Part B (From HCD-OL 29).
3. Two (2) fingerprint cards (Form FD 258). SEE SPECIAL NOTE #1.
4. Two (2) full facial photographs, minimum size 1" x 1¼", taken from a maximum distance of six (6) feet. SEE SPECIAL NOTE #2.
5. A copy of the preliminary education certificate of completion. SEE SPECIAL NOTE #3.
6. Proof (examination receipt) of successful passage of the Manufactured Home/ MUMH/Mobilehome or Commercial Modular Salesperson Examination within six (6) months prior to the application date. SEE SPECIAL NOTE #4.
7. Statement of Citizenship, Alienage and Immigration Status in Support of a Request for State Public Benefits (HCD Form-1-Codes) and proof of U.S. citizenship, or qualified alien status with a right to work in the United States. (This requirement applies only to individuals applying for a license on or after April 6, 1998, who have not previously complied with this requirement).
8. Pay a license application fee of \$200. The license term is for two (2) years.
9. Pay a Manufactured Home Recovery Fund fee of \$25. SEE SPECIAL NOTE #5.
10. Pay an applicant verification fee of \$13 for persons applying for a license on or after April 6, 1998, who have not previously paid this fee.

SPECIAL NOTES:

1. HCD offices are not equipped to take fingerprints. Law enforcement offices are equipped for fingerprinting. The Department of Justice (DOJ) will only accept fingerprint cards from a DOJ "certified" fingerprint roller or qualified law enforcement personnel. DO NOT ATTEMPT TO TAKE YOUR OWN FINGERPRINTS.
2. HCD offices will take your photograph upon request. The fee is \$1.50 for each photograph.
3. Every person applying to HCD for the Manufacture Home/ MUMH/Mobilehome Salesperson Examination must have first attended and HCD approved six (6) hour preliminary education course, except as provided in California Code of Regulations, Title 25, Chapter 4, Section 5302. (Not required for commercial modular salespersons).
4. The fee is \$50 for each salesperson examination taken.
5. Each person making application for a Manufactured Home/ MUMH/Mobilehome Salesperson license must pay to the Department a fee to be deposited into the Manufactured Home Recovery Fund.